

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0729457

DATE POSTED: 11/03/14

POSITION NO: 947987

CLOSING DATE: 11/17/14

POSITION TITLE: Administrative Services Officer

DEPARTMENT NAME / WORKSITE: DOH/Department of Behavioral Health Services/Page, AZ

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB64A</u>
WORK HOURS: <u>8:00 am-5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u> </u> \$ <u>40,414.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	\$ <u>19.43</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	DURATION : <u> </u>

DUTIES AND RESPONSIBILITIES:

Oversees and coordinates administrative/management functions in conjunction with the Clinical Director for the Page Service Area, which will include finance (budget review, accounting knowledge) and property management, contract and grant administration, personnel management and development of procedures and guidelines; organize, implement and coordinate administrative activities through composing information documents and/or correspondences for review/signature; prepare selected reports; reviews and checks documents, records and forms for accuracy, completeness and conformance with applicable policies and procedures; establishes and maintains complex manual and/or automated filing systems; orients, monitors and may oversee the work of support staff; evaluates office operations and make recommendations; assist in problem solving, project planning and development and execution of stated goals and objectives.

Assist professional staff by compiling information, preparing documents, conducting inquiries and responding to inquiries pertaining to selected work activities or projects; schedules and coordinates meetings, events, interviews, appointments and/or other similar activities, including coordinating travel and lodging arrangements; prepares, transcribes, composes and distributes agendas, meeting materials and/or minutes of meetings; provides and/or oversees support activities such as answering telephones, assisting and resolving problems and inquiries of visitors, logging and reviewing incoming and outgoing correspondences, and follow up on operational commitments.

Coordinates and monitors defined activities; recommends actions and modifications as appropriate; receives and evaluates complaints; identifies and recommends an appropriate course of action; provides information to others requiring knowledge of work and department operations; provides information to others requiring interpretation of policies and procedures, rules and regulations; serves as liaison between the work unit and other internal and external entities; assesses users to ensure needs are met.

Initiates and maintains records of encumbrances and expenditures; takes a lead role in preparation of budget estimates; reviews, prepares and may authorize purchase requisitions and payment of invoices; collects and compiles statistical, financial and other information for reports; requisition supplies, equipment, printing, maintenance and other services.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A Bachelor's degree in Public and Business Administration, Human Resources Management or a closely related field; and two (2) years of administrative experience.

Preferred Qualifications:

- Contract and grant management experience.
- Proficient in Microsoft Office software or other computer applications.
- FMIS certification.

Special Requirements:

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of public administration, governmental accounting, procurement and financial administration; knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to auditing, purchasing, grants, risk management, budgeting and accounting; knowledge of auditing, budget preparation and reporting systems, program analysis and performance measures and revenue forecasting; knowledge of general principals of supervision and personnel management Skill in developing and analyzing financial systems, procedures and controls, budgets and forecasts; skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and council to tribal and other governmental officials; skill in the interpretation and analysis of legal and quasi-legal documents including Tribal, federal and state guidelines.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.